



Grants to Combat Violent Crimes Against Women on Campuses

***Fiscal Year 1999
Application Kit***

APPLICATION DEADLINE:
July 30, 1999

**U.S. Department of Justice
Office of Justice Programs**
810 Seventh Street, N.W.
Washington, D.C. 20531

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**Office of Justice Programs
World Wide Web Homepage:**
<http://www.ojp.usdoj.gov>

**Violence Against Women Office
World Wide Web Homepage:**
<http://www.ojp.usdoj.gov/vawgo>

APPLICATION CHECKLIST

Please use this checklist to ensure that your application is complete. Failure to include any of the following items may result in disqualification of your application. All forms, assurances, and lists of contacts are provided in the pages that follow.

HAVE YOU INCLUDED:

- G A signed copy of the *Application for Federal Assistance* (SF-424) (Appendix A)?
- G A project abstract summarizing the proposed project?
- G A project narrative including: the need for the project, goals and objectives, who will implement the project, a description of the project products, a description of how success will be measured, and information on coordination with other related Federal projects?
- G A completed *Budget Detail Worksheet*, including a line item for technical assistance sponsored by the Office of Justice Programs' Violence Against Women Office and a line item for evaluation (Appendix D)?
- G A *Memorandum of Understandings* signed by a non-profit, non-governmental victim advocacy organization and other project partners?
- G An *Internal Memorandum of Agreement Among Entities within an Institution of Higher Education* signed by project partners from within the institution?
- G A letter certifying that a mandatory violence against women prevention program will be established for all incoming students, and that campus police will be trained on handling violence against women crimes on campus?
- G The form certifying the following: (Appendix J)?
 - ✓ The institution has complied with campus crime reporting requirements set forth in the Campus Security Act of 1990, as amended by Section 486 of the Higher Education Amendments of 1998
 - ✓ The institution has complied with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended by Section 951 of the Higher Education Amendments of 1998
- G An *Assurances* form (Form 4000/3) (Appendix B)?

- G A signed *Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements* form (Form 4061/6) (Appendix C)?
- G A letter to the Assistant Attorney General of the Office of Justice Programs certifying that these funds will supplement and not supplant existing funds?

PLEASE REVIEW THE APPLICATION TO ENSURE THAT:

- ✓ All required forms are signed by the authorized official for the applicant (i.e., the person who is authorized to enter into contracts for the institution of higher education).
- ✓ The application is printed on only one side of 8.5 X 11 inch paper.

Please send the original, signed application and two unbound copies to:

Violence Against Women Office
Grants to Combat Violent Crimes Against Women on Campuses Program
Office of Justice Programs
810 7th Street, N.W.
Washington, D.C. 20531-0001
(if you are sending your application via Federal Express, the zip code is 20001)
(202) 307-6026

Applications must be received by 5:00 PM, EST, July 30, 1999



U.S. Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

Dear Colleague:

INTRODUCING THE OJP GRANTS MANAGEMENT SYSTEM

This solicitation has been created using the new **Grants Management System (GMS)** that incorporates user friendly technologies into our grant management process in order to better serve you, our customers. Let me take this occasion to lay out our blueprint for the new system. Access through the Internet to Office of Justice Programs solicitations is the first step in producing a fully interactive system dedicated to expediting and streamlining the receipt, review, and processing of grant applications. Solicitations may be viewed online at www.ojp.usdoj.gov/fundopps.htm. Printed copies of OJP solicitations will continue to be available on request to the cognizant OJP program office.

The next step, now operational, enables users to submit applications for grants directly to OJP electronically for these solicitations. Receipt of an application will enable program staff to initiate the funding decision process, better manage the internal review sequence, and provide timely award notification to grantees. Soon-to-be-completed features of the new system will enable grantees to request payments and to submit progress, subgrant and financial reports electronically.

The **Grants Management System** will be administered by the Office of Justice Programs as a pilot project so that we can see how it works over the course of the FY 1999 funding cycle. The OJP Program Offices piloting the new system are:

- Violence Against Women Office
- Drug Courts Program Office
- Corrections Program Office
- Executive Office for Weed and Seed
- Office for State and Local Domestic Preparedness Support

We invite you to visit the OJP Internet website for information about funding opportunities available through the Grants Management System.

Laurie Robinson
Assistant Attorney General

Foreword

Since the Violence Against Women Act (VAWA) was enacted as Title IV of the Violent Crime Control and Law Enforcement Act of 1994, ground-breaking work has taken place in communities as victim advocates, police officers, prosecutors and judges forge relationships with each other to address violence against women. VAWA has fundamentally changed the way that criminal justice agencies within local communities address victim safety and offender accountability. The Higher Education Amendments of 1998 enhance this critical work by providing support to institutions of higher education to combat violent crimes against women on campuses.

Violence against women -- including stalking, domestic violence, and sexual assault -- is a serious problem on campuses, as it is across the nation. On campuses, however, unique issues often arise. For instance, a battered woman or a victim of rape may continue to live in danger if her perpetrator resides in the same dormitory or attends the same classes. On smaller campuses, a victim may wish to remain anonymous, but may find that everyone knows that she has been assaulted. In other cases, a victim may be harassed by classmates or by a perpetrator's friends who claim that the victim "asked for it" or "provoked" the crime.

Campuses must implement a coordinated community response to violence against women in order to enhance victim safety and hold offenders accountable. Many campuses are beginning to address violent crimes against women by developing campus-based response systems that include victim services, campus law enforcement, housing officials, student organizations, and disciplinary boards. To be effective, these responses must be linked to local criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, courts and nonprofit, nongovernmental victim advocacy and service agencies.

Campuses have traditionally provided a special environment in which young people can explore ideas and learn about the world. One of the most important lessons an institution of higher education can communicate to students is that violence against women is criminal and will not be tolerated. We challenge you to think creatively about how to strengthen victim services and combat violence against women on campuses so that institutions of higher education can create safe and supportive learning environments for all students.

Laurie Robinson
Assistant Attorney General
Office of Justice Programs

Bonnie Campbell
Director
Violence Against Women Office

Contents

Background	1
Scope of Program	4
Program Purposes	4
Special Interest Categories	5
Minimum Requirements	9
Activities That May Compromise Victim Safety	10
Eligible Grantees	12
Availability of Funds	12
Application Guidelines	13
Application Content	15
Review Process	20
Selection Criteria	20
Submission Requirements	21
Administrative Requirements	21
Reporting Requirements	23
Suspension or Termination of Funding	24
Standard Application Form and Sample	Appendix A
Assurances	Appendix B
Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirement	Appendix C
Budget Detail Worksheet and Sample Budget	Appendix D
Single Points of Contact	Appendix E
State Agencies Administering the STOP Violence Against Women Formula Grants	Appendix F
State Agencies Administering the Byrne Formula Grants	Appendix G

Excerpts from the Student Right-to-Know and Campus Security Act, as Amended by Section 486(e) of the Higher Education Amendments of 1998 Appendix H

Excerpts From the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g(b), as Amended by Section 951 of the Higher Education Amendments of 1998 Appendix I

Certification of Compliance with the Eligibility Requirements of Grants to Combat Violent Crimes Against Women on Campuses Appendix J

Letter of Intent. Appendix K

Background

Violence against women on college and university campuses is a serious, widespread problem.¹ More than half of all stalking victims are between 18-29 years old, according to the National Violence Against Women Survey sponsored by the National Institute of Justice (NIJ) and the Centers for Disease Control and Prevention.² The highest rate of intimate violence affects women ages 16-24.³ Results of several studies indicate that among college students the average rate of nonsexual dating violence is 32 percent.⁴ Further, sexual assault is the second most common violent crime committed on college campuses, according to a 1995 study.⁵ The study also revealed that:

- Most of the perpetrators of sexual assault are students known to victims;
- More sexual assaults occur on-campus than off-campus;
- Half of the off-campus sexual assaults occur in the victims' residence and an additional one-third occur in off-campus student housing, such as fraternities;

¹ Approximately one in twenty college women are victims of rape or attempted rape each year. This figure is based on the results of a forthcoming survey on the extent and nature of sexual victimization of college women funded by the National Institute of Justice and conducted by Bonnie S. Fisher, Francis T. Cullen, Joanne Belknap and Michael G. Turner of the University of Cincinnati, p.205. The researchers arrived at their yearly estimate by extrapolating from the survey results, which revealed that during a six-month period, 2.5 percent of the 4,446 college women surveyed experienced an attempted or completed rape.

² "Stalking and Domestic Violence," Attorney General's Third Annual Report to Congress under the Violence Against Women Act, Office of Justice Programs, Violence Against Women Grants Office, (Washington, DC: U.S. Department of Justice, July 1998), p. 10.

³ "Violence by Intimates: Analysis of Data on Crimes by Current or Former Spouses, Boyfriends, and Girlfriends," Bureau of Justice Statistics Factbook, March 1998, p. 13.

⁴ "Fact Sheet on Dating Violence," Centers for Disease Control and Prevention, National Center for Injury Prevention and Control, January 1998, p. 1.

⁵ Bonnie Fisher, John J. Sloan, III, and Francis T. Cullen, "Final Report: Understanding Crime Victimization Among College Students: Implications for Crime Prevention," funded through National Institute of Justice Grant No. 93-IJ-CX-0049, 1995, p. 65. (This study surveyed 3,472 students at 12 randomly selected sites around the country).

- Most of the victims of sexual assaults are full-time students, with about one-third of them being first-year students between 17-19 years old; and
- Almost 81 percent of the on-campus and 84 percent of the off-campus sexual assaults are not reported to police.

Consistent with the findings of this survey, numerous other studies have also revealed that sexual assaults, as well as other forms of violence against women, are seriously underreported generally and on campuses, indicating that the problem is even more acute than the available data suggest. Victims on campus cite a number of reasons for not reporting the violence, including considering the matter to be private, being unaware or unclear that the violent behavior was in fact criminal, being embarrassed, fearing reprisals, and in some instances relenting to peer pressure, especially when the perpetrator is a prominent member of the campus community, such as an athlete.

Historically, institutions of higher education generally have handled crimes of violence against women through closed administrative procedures rather than assisting victims in initiating criminal proceedings through local law enforcement agencies. This approach, however, sends a message to victims, perpetrators, and the entire campus community that violence against women is not criminal behavior. A response limited to administrative measures trivializes the seriousness of these crimes, perpetuates the acceptance and continuation of violence against women, and may also encourage the escalation of such violent acts.

Violence against women, including sexual assault, domestic violence and stalking, can be directly attributed to beliefs and attitudes that women are subordinate to men and that men have the right to exercise power and control over women. Perpetrators of violence against women often do not face criminal or social sanctions for their violent actions. Historically, social norms have permitted such behavior to flourish by supporting and reinforcing stereotypes of male entitlement and dominance.

Rather than acknowledging the role of social norms, one of the most frequent factors cited for violence against women on campus is substance abuse by men and women, particularly alcohol abuse, which is disproportionately high among college students. A survey of 89,874 students at 171 institutions of higher education revealed that alcohol was involved in 74 percent of the sexual assaults.⁶ While alcohol may be an important, and all too frequent, exacerbating factor that contributes to violence against women on campuses, alcohol consumption does not cause these crimes, and is never an excuse for sexual assault or any other act of violence.

⁶ Presley, C.A., Meilman, P.W., Cashin, J.R., Leichter, J.S., "Alcohol and Drugs on American College Campuses: Issues of Violence, A Report to College Presidents," Core Institute Monograph, Southern Illinois University, Carbondale, IL, p. 4.

Perpetrators of domestic violence, stalking or sexual assault who are substance abusers have two distinct problems -- abusing alcohol and committing violence against women -- requiring two separate solutions. Addressing alcohol abuse solves only one problem. The other continues to exist because of beliefs and attitudes about gender roles that result in the physical and sexual abuse of women, whether or not alcohol is involved. Therefore, proposals that focus primarily on alcohol and substance abuse will not be supported under this grant program.

Alcohol and drugs, however, do play a role in violence against women crimes when perpetrators use these substances to subdue their victims prior to the sexual assault. Drugs, such as Rohypnol and GHB, can be easily consumed by unsuspecting victims. Within 15 to 30 minutes of ingestion, the drugs may produce effects ranging from drowsiness, impaired memory or judgement, loss of motor skills, and dizziness to loss of consciousness. Victims often do not remember the attack itself but wake up knowing that something is wrong. For these reasons, an assault may not be reported to the police for several days, if at all, and victims may have difficulty testifying in court about the assault.

Most institutions have policies regarding underage drinking, substance abuse, and other personal conduct. Often these alcohol-related policies can inhibit female victims of domestic violence, sexual assault, or stalking from reporting these crimes to authorities for fear of being held in violation of campus drinking prohibitions. Higher education institutions, therefore, are encouraged not to penalize women students who come forward to report violence or assaults in which alcohol, drugs, or other prohibited activities are involved.

Unlike their counterparts in the larger community, women students victimized by other students often face additional challenges in a "closed" campus environment. For instance, stalking victims may find it difficult to escape their tormentors because the stalker may have a seemingly "legitimate" reason for remaining in contact with or in proximity to the victim (e.g., attending class or studying in the library). Similarly, the fear and anguish suffered by rape victims may continue because they attend the same classes or live in the same dormitory as their rapists. Even changing class schedules or living arrangements may not eliminate the threat of encountering the perpetrator on campus, assuming such options are available without the victim incurring any academic disadvantage, financial penalties, or further emotional hardship.

The campus community can create large-scale social change by adopting policies and protocols that treat violence against women as a serious offense and by developing victim services and programs that make victim safety, offender accountability and prevention of such crimes a high priority. Institutions of higher education are in a unique position to educate young men and women about violence against women, and to help shape values, attitudes, and behavior that students will carry with them into their adulthood. Through their policies, protocols, and actions, colleges and universities can demonstrate to every student that violence against

women in any shape or form will not be tolerated and that sexual assault, stalking, and domestic violence are crimes, with serious legal consequences. Violence against women should be treated with the same gravity as any other criminal justice matter, whether it occurs on campuses, on the streets, or in private homes.

Scope of the Program

Congress has appropriated \$10 million for Grants to Combat Violent Crimes Against Women on Campuses for Fiscal Year 1999. The scope of the program is outlined by the Program Purposes and the Special Interest Categories set forth below. The Grants to Combat Violent Crimes Against Women on Campuses Program provides a unique opportunity for institutions of higher education to establish and/or bolster multidisciplinary consortia that enhance victim services and to develop and strengthen security and investigation strategies to combat violent crimes against women on campuses.

A. Program Purposes

Grant funds may be used for the following statutory purposes:

- to provide personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing violent crimes against women on campus;
- to train campus administrators, campus security personnel and personnel serving on campus disciplinary or judicial boards to more effectively identify and respond to violent crimes against women on campus, including sexual assault, stalking, and domestic violence;
- to implement and operate education programs for the prevention of violent crimes against women;
- to develop, enlarge, or strengthen support services programs, including medical or psychological counseling, for victims of sexual offense crimes;
- to create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action;
- to develop and implement more effective campus policies, protocols, orders, and services specifically devoted to prevent, identify, and respond to violent crimes against women on campus, including the crimes of sexual assault, stalking, and domestic violence;
- to develop, install, or expand data collection and communication systems, including

computerized systems, linking campus security to the local law enforcement for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions with respect to violent crimes against women on campus, including the crimes of sexual assault, stalking, and domestic violence;

- to develop, enlarge, or strengthen victim service programs for the campus and to improve delivery of victim services on campus;
- to provide capital improvements (including improved lighting and communications facilities but excluding the construction of buildings) on campuses to address violent crimes against women on campus, including the crimes of sexual assault, stalking, and domestic violence; and
- to support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce violent crimes against women on campus.

One or more of these strategies should be part of an overall coordinated campus and community response to violence against women on campuses. (See Minimum Requirements, below). For example, if an applicant proposes to make capital improvements, such as installing improved lighting, this must be an element of a larger effort to address the problem comprehensively.

B. Special Interest Categories

In Fiscal Year 1999, the Office of Justice Programs' Violence Against Women Office is especially interested in supporting projects that respond to violence against women on campuses within the Special Interest Categories set forth below. Applicants are not required to address Special Interest Categories, however, applications that do so will receive priority consideration. All applications, whether they address Special Interest Categories or not, must satisfy the Minimum Requirements set forth in Section C below.

The following list does not imply any ordering of priorities among categories .

1. Establish or strengthen comprehensive campus-based advocacy programs offering services to victims of sexual assault, domestic violence, and stalking on campus.

Survivors of sexual assault, domestic violence, and stalking may have a range of physical and emotional needs as a result of being victimized. Comprehensive advocacy programs should assist victims to become safe and heal, while restoring their sense of empowerment and autonomy. Victim advocates should be available to provide survivors with full information about their criminal justice and victim services options and then to assist them to achieve their goals. Advocates should provide information about both internal administrative proceedings and the local criminal justice system to enable victims to make informed decisions. While victims

should be given full information, they should not be pressured to testify in criminal cases if they choose not to do so.

Providing direct services to victims, including victims from traditionally underserved communities, will be a critical part of any victim advocacy program supported under this Special Interest Category. Services might include counseling victims; accompanying victims to hospitals, medical appointments, police stations, prosecutors' offices, court hearings, or social services appointments; providing legal advocacy; intervening with professors, resident assistants, employers, creditors, landlords, and campus administrators; helping victims relocate or transfer to other universities or to shelters or safe housing; obtaining new locks, unlisted phone numbers or e-mail addresses, or other security devices for victims; explaining internal administrative protocols and local criminal justice procedures; assisting with victim impact statements, court forms, or compensation claims; obtaining information about offender release or probation; and providing referrals. Programs may also establish community education initiatives and engage in systemic efforts to improve the campus' response to violence against women.

2. Establish or strengthen comprehensive violence against women prevention programs on campus.

Male violence against women pervades college campuses in part because of social and cultural norms that condone men's use of power and control over women in intimate or physical relationships. An effective prevention program should be designed to change the current culture – a culture which supports violence against women by perpetuating myths about the causes of sexual assault, domestic violence and stalking, and by reinforcing language, imagery, and stereotypes that degrade women. Ongoing prevention programs should be developed in collaboration with campus or community-based victim advocacy organizations and student groups, and should convey the following messages: sexual assault, domestic violence, and stalking are crimes which will not be tolerated on campus; violence against women is not the victim's fault, nor is it caused by stress, anger, alcohol or substance abuse, or poverty; and women on campus have a right to physical and emotional safety.

Prevention programs should educate the entire campus community about violence against women, including students, staff, faculty, administrators, campus police and security, housing authorities, clergy, and health care providers. Prevention programs for the general campus population are important, and integrating violence against women issues into core curricula can help serve this purpose. Programs should also involve peer leadership and reflect the diversity of the student body. Ongoing programs should be tailored to the target audience. For example, athletes educated to understand the complex dynamics of violence against women could present information to sports teams; fraternity or sorority members could take leadership roles as peer counselors or as trainers conducting workshops for fraternities and sororities; and student government representatives or leaders of

faith communities on campus could use their public positions to educate their constituents about violence against women.

3. Establish or strengthen violence against women programs serving diverse or traditionally underserved populations on campus.

Survivors of domestic violence, stalking, or sexual assault from diverse communities frequently confront additional challenges when seeking assistance. Victims with disabilities may struggle with obstacles, such as shelters that cannot physically accommodate them, or a lack of interpreters. Similarly, lesbian and bisexual women may be unable to access appropriate services, or they may be afraid to do so because of their abusers' threats to disclose their sexual orientation or because of state laws. International students or the spouses or partners of international students may face linguistic or cultural barriers in obtaining services. They may be fearful because of their perpetrators' threats to have them deported if they seek help, or because of prior experiences with law enforcement. Likewise, victims from racial, ethnic, or religious minority groups may fear discrimination when they attempt to obtain services, or they may be reluctant to use the criminal justice system because of past experiences. They may also face community pressure not to pursue criminal charges because of fear of polarizing the campus along racial or other lines.

Projects that will be supported in this category include, but are not limited to: collaborating with members of diverse and traditionally underserved populations who are knowledgeable about violence against women to develop appropriate programs; establishing violence against women prevention programs that are tailored to specific communities; training campus police, security, victim services providers, housing authorities, and administrators about the unique issues that confront victims from certain communities; enhancing services on campus or in the community for traditionally underserved victims (for example, by hiring advocates with sign language skills for the campus rape crisis center or by ensuring access to interpreter services and culturally appropriate advocacy services); including representatives from diverse populations with expertise in violence against women in leadership roles for initiatives on campus. Projects supported in this Special Interest Category must be developed in partnership with representatives from the communities to be served, must be community-driven, and must be tailored to respond to the needs of those specific communities.

4. Establish or strengthen violence against women programs serving nontraditional students.

Nontraditional students may face particular challenges in participating in violence against women prevention programs or in obtaining access to services on campus. For instance, commuting students or students who work during the day and take evening classes may not be able to attend community education programs or support groups held in the evening. Other students, such as older students or

students who have children, may need additional resources such as transportation or daycare services in order to attend victim advocacy programs or pursue legal remedies.

Projects which address the unique circumstances of nontraditional students who are victims of domestic violence, sexual assault, or stalking will be considered for support. Such projects could include enhancing access to advocacy or legal services by providing nontraditional students with the additional resources they need or by making the services available in a location or at a time that is convenient. Similarly, outreach programs that provide information to nontraditional students by developing and distributing written materials; incorporating information about violence against women into core curricula courses; or conducting programs tailored to the needs of nontraditional students will be considered.

5. Establish or strengthen programs to train members of campus disciplinary boards to respond effectively to violence against women charges.

Students who are victims of domestic violence, sexual assault, and stalking crimes need to know that campus disciplinary boards will treat allegations of violence against women seriously, regardless of the alleged perpetrator's status on campus, for example, if the perpetrator is an athlete or a faculty member. Students should have confidence that administrative proceedings will produce timely and just outcomes, rather than insufficient penalties or inadequate enforcement of penalties.

All members of campus disciplinary boards, including faculty, staff, students, and administrators should receive specific training about violence against women prior to hearing these cases. Knowledge about the causes and effects of violence against women could be integrated into application criteria for positions on campus disciplinary boards. Additionally, training for disciplinary board members should include the following: a review of the student code of conduct as well as legal definitions of domestic violence, sexual assault and stalking; information refuting myths about violence against women; training on the issue of consent in sexual assault cases; information about judging credibility, including the fact that a victim's use of alcohol does not mean that she is lying about an assault; information about drug-facilitated sexual assault cases; and information about appropriate sanctions, such as the expulsion of a student who has committed domestic violence, sexual assault, or stalking.

Campus disciplinary boards should generate written findings in all cases, including appeals. Administrative procedures should protect victim safety and confidentiality and hold offenders accountable, for example, by adopting standards that preclude a victim's sexual history from being introduced and by allowing victim impact statements to be heard prior to the imposition of sanctions. Campuses which hold administrative hearings only after local criminal justice proceedings have been completed should consider the impact of this delay on victim safety and recovery.

C. Minimum Requirements

Institutions of higher education must, at a minimum, propose to do the following to be eligible for grant funds under this program:

- Create a coordinated community response to violence against women on campus. The multidisciplinary response should involve the entire campus and the larger community in which the campus is located.

For example, the following campus-based entities could be involved:

- ✓ campus based victim services providers
- ✓ campus based prevention programs
- ✓ campus security and law enforcement
- ✓ faculty
- ✓ staff
- ✓ administrators, including the institution's president and student affairs administrator
- ✓ women's centers
- ✓ student groups, including those representing diverse or traditionally underserved student populations
- ✓ the athletic department
- ✓ sororities and fraternities
- ✓ student health care providers and campus health centers and hospitals
- ✓ campus counseling centers
- ✓ campus clergy
- ✓ campus housing authorities and student residence hall assistants
- ✓ library administrators
- ✓ Women's Studies departments
- ✓ campus disciplinary boards

Campus leadership should convey the message that domestic violence, sexual assault, and stalking are serious crimes which will not be tolerated on campus. This commitment can be demonstrated through implementing campus protocols, publicly communicating expectations about appropriate conduct, and actively participating in reform efforts, such as multidisciplinary task forces involving the partners listed above.

Campuses must also develop partnerships with local nonprofit, nongovernmental victim advocacy organizations and one or more of the following criminal justice and civil legal agencies: law enforcement, prosecution, civil legal assistance providers, systems-based victim advocacy units, judiciary and court personnel. Collaborative efforts with community partners could include the following: developing violence against women prevention programs for students; conducting training programs for staff, campus police, and faculty; revising administrative protocols for handling domestic violence, sexual assault, and stalking crimes on campus; developing

protocols for reporting violence against women crimes to local law enforcement with victim consent; sharing information relevant to investigating and preparing cases; enhancing victim safety, for example, by increasing police patrols of her neighborhood or area of campus; respecting victim privacy and confidentiality concerns; ensuring that participation in a criminal case does not affect a victim's academic status; enforcing protection orders; and monitoring perpetrators on probation. Applicants must submit a Memorandum of Understanding which documents this collaboration. (See Application Content).

- Establish a mandatory prevention and education program about violence against women for all incoming students, working in collaboration with campus and community-based victim advocacy organizations. The program should include information about domestic violence, sexual assault and stalking crimes, including the following: how to file internal administrative complaints and local criminal charges; common myths about the causes of violence against women; the availability of resources for victims; and how to encourage peer support for victims and sanctions for offenders. To encourage reporting of violence against women crimes, the orientation program should clarify that students who come forward to report that they have been victimized will not be penalized if they violated the institution's alcohol, substance abuse or other policies during the violent incident.
- Train campus police to respond effectively in sexual assault, domestic violence, and stalking cases. Training programs should be developed in collaboration with campus and/or community-based victim advocacy programs and should include information about relevant state and federal laws and arrest protocols; the available campus and community-based resources for victims; the dynamics of violence against women; how to conduct safety planning with victims; reporting crimes to local law enforcement and prosecution with victim consent; respecting victim privacy and confidentiality concerns; enforcing orders of protection; and making primary aggressor determinations.

D. Activities That May Compromise Victim Safety

Victim-centered programming is critical to creating an effective response to violence against women on campuses. Experience has shown that certain practices compromise victim safety and minimize perpetrators' criminal behavior. To enhance victim safety and hold perpetrators accountable, **applicants are discouraged from proposing any of the activities listed below:**

- *Requiring victims to report sexual assault, stalking and domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.* Institutions of higher education must give victims full information about criminal options and sanctions, victims' rights, and access to the criminal and civil justice system. Institutions must also facilitate victims' access to the criminal justice system and encourage victims to report sexual assault, domestic violence, and stalking to local law enforcement. Victims should not, however, be compelled to use these systems

if they are reluctant to do so. Some victims of sexual assault may feel that testifying in a criminal case would further traumatize them or interfere with their recovery. Similarly, some victims of domestic violence may be afraid to testify in criminal court because their batterers have threatened to kill them or their family members. In such cases, requiring victims to participate in the criminal case could jeopardize their safety and further victimize them. Many jurisdictions have begun to use policies permitting the State to pursue criminal charges against perpetrators without relying on victim testimony.

- *Developing prevention programs that focus on victim behavior.* Prevention programs that focus on victim behavior reinforce the myth that victims somehow provoke or cause the violence they experience. Such programs can create a false sense of security in women, who may believe that they will be safe if they follow conservative dress codes, never walk alone at night, and never drink alcohol. Prevention programs should focus instead on changing cultural norms that sanction male violence against women, and on publicizing the consequences of perpetrating violence against women on campus.
- *Offering perpetrators the option of entering diversion programs in lieu of administrative or criminal justice proceedings* Diversion programs, such as those which place alleged perpetrators of violence against women on academic probation rather than conducting administrative hearings, are inappropriate. Diversion programs and alternative dispositions -- whether conducted on campus or within the local criminal justice system -- can send a message to victims and perpetrators that domestic violence, sexual assault, and stalking are less serious than other violent crimes. Diversion programs also jeopardize victim safety when they are relatively short, do not require that the offender's behavior be monitored regularly, and fail to track offender behavior over time.
- *Mediation or counseling for couples as a response to domestic violence or sexual assault.* Mediation implies that both parties are responsible for the perpetrator's violent behavior, a message which blames victims and fails to hold offenders accountable for their crimes. Mediation also presumes that both parties have equal power and can negotiate a mutually agreeable settlement. Where there is a history of domestic violence, however, one party has controlled the other through physical, emotional and economic abuse, generally for a sustained period of time. Even the most skilled mediator or therapist cannot shift the balance of power when one party has abused or assaulted the other, making mediation and joint counseling dangerous or ineffective in such cases.
- *Intervention or counseling programs that do not use the coercive power of the criminal justice system or campus proceedings to hold perpetrators of violence against women accountable for their behavior.* Incarceration, probation, and men's reeducation programs must be part of a graduated range of sanctions imposed by the criminal justice system to hold perpetrators accountable for changing their behavior. Programs that focus only on controlling anger and impulses, addressing

alcohol and drug abuse, managing emotions, developing communication skills, or dealing with stress, are not designed to hold batterers accountable for using violence against their intimate partners.

- *Procedures that impose sanctions against victims of domestic violence, sexual assault, or stalking.* Campus and criminal justice personnel working with victims should prioritize victim safety, recovery and autonomy. This requires professionals to provide information to victims about their options, and then respect victims' decision-making. Victims should not be ordered to attend therapy, or penalized for choosing not to testify in criminal cases, for example. These types of policies can endanger some victims, and reinforce feelings of disempowerment that many survivors experience as a result of being victimized.

Eligible Grantees

Eligible grantees for this Program are institutions of higher education as defined under the Higher Education Amendments of 1998. A consortium of higher education institutions may also apply for these grants provided that each individual consortium member is also eligible to apply.

Availability of Funds

In Fiscal Year 1999, Congress appropriated \$10 million for Grants to Combat Violent Crimes Against Women on Campuses.

A. Award Period

The award period for these grants will be up to two years.

B. Award Amount

There is no specific amount for which applicants may apply; however, grants in excess of \$750,000 are unlikely to be awarded. Applicants should carefully consider the resources needed to implement the proposed project successfully and present a realistic budget that accurately reflects project costs. The Office of Justice Programs' (OJP's) Violence Against Women Office reserves the right to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

When awards are made, funds under the Grants to Combat Violent Crimes Against Women on Campuses Program will be available in two phases. Phase I will consist of a planning stage, which will include a technical assistance needs assessment for the

grantee. During this phase, the institution of higher education will be able to utilize up to \$100,000 to enhance project planning and development, in consultation with contractors designated by OJP's Violence Against Women Office. Upon successful completion of this phase, the institution of higher education will move to Phase II, the implementation phase of the project. At this time, if all conditions of Phase I are met, the remainder of the award will be available to the grantee.

Application Guidelines

Applicants planning to apply for these grants are encouraged to submit a nonbinding letter of intent included in Appendix K to OJP's Violence Against Women Office no later than June 30, 1999. This letter will assist the Violence Against Women Office in determining the approximate number of proposals anticipated in response to this solicitation and to predict the number of peer reviewers needed to review competitive applications. The letter can be faxed to (202) 305-2589.

A. Coordination with STOP Formula Grant Program and Other Funding Sources

To ensure consistency of State goals in reducing violence against women, all applicants must submit a copy of their application to their respective State agency or agencies that administer STOP Violence Against Women Formula Grants and Byrne Formula Grants. (Lists of these State agencies for both grant programs can be found at Appendix F and Appendix G, respectively.) In addition, applicants should specify additional funding that they currently receive or for which they are applying related to violence against women, particularly from other OJP Bureaus and Program Offices. These are: the Bureau of Justice Assistance; the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; the Office for Victims of Crime; the Corrections Program Office; the Drug Courts Program Office; and the Executive Office of Weed and Seed. Applicants also must provide information on violence against women-related funding they are receiving from the Department of Justice's Office of Community Oriented Policing Services and from other Federal agencies, including the Department of Health and Human Services and the Department of Education.

B. Certifications

All applicants are required to certify that they are in compliance with the following (see Appendix J for certification form):

- Sec. 485 (f) of the Higher Education Act of 1965 as amended, which requires in part that all institutions of higher education collect crime statistics and security policies for their respective campuses. The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report

must contain information regarding campus security policies and campus crime statistics. Sec. 485 (f) of the Higher Education Act of 1965 (20 U.S.C. 1092) should be consulted for complete information about these reporting requirements. (See Appendix H for relevant provisions of the Campus Security Act, as Amended by Section 486(e) of the Higher Education Amendments of 1998).

- Part E, Sec. 951 of the Higher Education Amendments, which provides in part that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a nonforcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

Please note that while certification is required under this grant program, institutions of higher education that receive federal funds are already required to comply with these provisions.

C. Information Collection and Evaluation

Applicants who become grantees will be strongly encouraged to collect and maintain data that measure the impact of the institution's efforts to combat violence against women on campus. Specifically, OJP's Violence Against Women Office is seeking data that includes baseline information to illustrate the impact before and after implementation of any grant-supported strategies. Data of particular interest to OJP's Violence Against Women Office includes, but is not limited to, increases or decreases in the number of: reported incidents of sexual assault, domestic violence, and stalking; incidents of drug-facilitated sexual assault; incidents of campus-based sexual assaults, domestic violence, and stalking reported to local law enforcement authorities; calls or reports to campus hotlines, health centers, and counseling centers; protection order violations; and sexual assault, domestic violence, and stalking incidents brought before campus disciplinary boards. Information could also be collected about outcomes of campus disciplinary board proceedings in violence against women cases.

In addition, proposals must include an independent evaluation component that includes both quantitative and qualitative approaches in assessing the effectiveness of the program for which funding is being sought. Qualitative measures could examine such nontraditional measures as enhancement of victim safety, offender accountability, and campus and community safety; inclusion of violence against women issues in core curricula courses; development and strengthening of campus policies and protocols relating to violence against women; enhanced awareness of these policies and protocols among students, faculty, staff, and administrators; assessments of the campus administration's commitment to addressing violence against women on campuses; and the impact of this program on the community. This formal evaluation

must be conducted by an expert in violence against women issues who is not involved in the development and implementation of the proposed project.

NOTE: Through this grant program, OJP's Violence Against Women Office will not fund research projects to evaluate existing programs addressing violence against women on campuses.

Application Content

A fully executed application, for the purpose of this Program, must include each of the sections described below.

A. Application for Federal Assistance (SF-424) (Appendix A)

The Catalog of Federal Domestic Assistance number for this Program is 16.525 and the title is Grants to Combat Violent Crimes Against Women on Campuses (Block 10). The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in Block 11 of the form. Block 18 must be signed by an official who has the authority to apply for and accept Federal grant funds on behalf of the institution of higher education applying for the funds.

B. Summary Data Sheet and Abstract

On no more than two pages, please indicate whether the institution is a public or private institution of higher education; indicate if the institution is an Historically Black College or University (HBCU), a predominantly Hispanic College or University, a Tribal College, or a women's college; indicate whether the institution is located in a rural, urban, or suburban area; identify all the partners involved in the project; indicate which Special Interest Category(ies) is being addressed; identify any other violence against women-related grants the institution is currently administering or for which it has applied from other OJP Bureaus or Program Offices and/or other Federal agencies; and provide a brief summary describing the proposed project and how it would address the institution's overall strategy to reduce violence against women on campus.

C. Program Narrative

The application may not exceed 15 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than 1 inch and type no smaller than 12 point and 12 characters per inch must be used. Applications that do not conform with these requirements will not be forwarded for competitive review. The 15 page limit excludes the forms, the abstract, and the appendices. Appendices and attachments not directly related to the proposed project are strongly discouraged and will not be forwarded to peer reviewers as part of the review process. Overall, the narrative should provide sufficient detail to allow the reader to understand what will be accomplished, how it will

be accomplished, and who will accomplish it. Specifically, the program narrative should include the following:

1. Need for the project (not to exceed three pages):

Applicants should describe the problem to be addressed; describe existing efforts, if any, to respond to violence against women on campus, including the extent of the authority of campus security personnel (e.g. are they sworn officers? can they make arrests?); describe any existing policies, protocols, and guidelines relating to violence against women on campus, including how this information is disseminated to students, faculty, staff, and administrators, how often it is updated, and was it developed in collaboration with campus and/or community experts on sexual assault, domestic violence, or stalking; submit data, if available, demonstrating the impact of the institution's current and prior efforts to address the problem; describe how perpetrators of violence against women are held accountable currently by the institution (e.g. what sanctions are typically imposed in a campus disciplinary or criminal justice proceeding?); clearly state why existing programs and efforts cannot meet current needs; and outline how the target population would benefit from the proposed project. In addition, applicants should describe the campus and community in which the project would be implemented, including the demographics of the campus population, where the campus is located (e.g. urban, suburban, or rural setting), and other demographic information.

2. What will be done (not to exceed seven pages):

All applicants should submit a statement describing how the proposed project would assist the institution in addressing the identified needs, clearly stating the project goals and objectives. The goals and objectives should be specifically related to the program purposes or Special Interest Categories to be addressed and indicate how they will complement existing efforts, if any. Applicants should also outline the specific tasks to be performed during the planning and implementation phases of the project and the time line for their completion.

3. Who will implement the project (not to exceed one page):

All applicants must identify the campus office or agency, or consortium of offices or agencies responsible for implementing the project. Examples of agencies or offices include campus sexual assault or women's centers, health and/or counseling centers, the president's or chancellor's or other senior campus administrator's office, residence hall office, coordinating office for fraternities and sororities, athletics department, student affairs office, campus and local police departments, community-based, non-governmental, non-profit victim service providers and victim advocacy groups, such as rape crisis centers or battered women's shelter programs. Proposals should identify the individuals who will be involved in developing and implementing the project and outline their specific roles and responsibilities. The proposed project director must

have expertise in violence against women issues, leadership experience, and adequate time to devote to the project to manage it effectively.

Applications submitted on behalf of a consortium of offices within a single institution of higher education or joint applications by two or more eligible institutions of higher education must fully describe the relationship among the various entities represented in the application. In a consortium, one office must be designated to take the lead in managing and coordinating all grant activities. Similarly, for joint applications, one institution must be designated to receive and administer grant funds and to manage and coordinate all grant activities.

4. How success will be measured (not to exceed two pages):

In this section, all applicants must describe the criteria that will be used to evaluate the project's effectiveness. The proposal should explain how the evaluation would be conducted to provide an objective assessment of the effectiveness or impact of the services, policies, procedures, or training supported with grant funds. If appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational efforts, or achievements, which could then be further refined as a result of the evaluation process. This evaluation should assess both quantitative and qualitative measures. The applicant should specifically identify who will be responsible for conducting the evaluation. Periodic assessments may be submitted as part of the semiannual progress report.

5. The Products (not to exceed one page):

This section should describe any products, such as prevention materials, manuals, policies, curricula, and forms, that would be generated and, if appropriate, how they could be used to assist other institutions in responding to violence against women on campuses.

6. Related Projects (not to exceed one page):

To facilitate coordination with other violence against women-related efforts within an institution, as well as within a given State and among other Federal agencies, each applicant must show how the proposed project would complement other existing

initiatives, especially those supported through Federal funds. Applicants are required to provide the following information in the application:

- A list of the institution's active Federal grant awards (from the Department of Justice and other Federal agencies) already supporting this or related efforts ⁷, including the program/project title; the Federal grantor agency; the Federal award amount; and a very brief description of its purpose;
- Information on any pending application(s) for Federal money for this or related efforts;
- How these would be coordinated with the funding sought through this application; and
- How the proposed project complements the State's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of STOP and Byrne State agencies are in Appendices F and G, respectively.) Note: Applications falling outside the scope of these Statewide strategies will not be disqualified from the review process. However, applicants must demonstrate an understanding of the Statewide strategy as reflected in the State Implementation Plan.

D. Budget and Budget Narrative:

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. Applicants are strongly encouraged to limit indirect cost rate to no more than 10 percent. Although matching funds are not required for this grant program, applicants are encouraged to maximize the impact of Federal grant dollars by contributing to the costs of their projects, including indirect costs. Supplemental contributions may be cash, in-kind services, or a combination of both; however, match contributions should not be included in the budget or budget narrative.

⁷ *Related efforts* is defined for these purposes as for:

- the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);
- another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project); and/or
- providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

Consultant rates in excess of \$450 per day require prior approval by the Violence Against Women Office.

All applicants must include a line item in their budgets allocating \$50,000 for technical assistance and capacity-building activities (e.g., training institutes, site consultations, audio- and video-conferences) sponsored by OJP's Violence Against Women Office-designated technical assistance providers. This amount should be included in the *"travel"* category.

Financial Management Training Seminars sponsored by the Office of the Comptroller, Office of Justice Programs are also available. These seminars instruct participants in the financial administration of Office of Justice Programs formula and discretionary grant programs.

A Budget Detail Worksheet has been included in Appendix D.

E. Memorandum of Understanding:

Each application must include, as an attachment, a memorandum of understanding from a non-profit, non-governmental organization providing services to victims of violence against women, such as a rape crisis center or a battered women's shelter. Applicants must also have a memorandum of understanding with local criminal or civil justice partners, such as law enforcement, prosecution, and the courts. The memorandum of understanding must:

- identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- specify the extent of each party's participation in developing the application;
- clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- indicate approval of the proposed project budget by all signing parties; and
- describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Letters of support may be included, but they may not be submitted in lieu of the memorandum of understanding. Letters of support not included with the application will not be accepted.

F. Internal Memorandum of Agreement Among Entities within an Institution of

Higher Education:

Each application must include as an attachment an internal memorandum of agreement among participating partners within a higher education institution. This memorandum must:

- identify the partners and provide a brief history, if appropriate, of any past or current collaborative relationship among partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- specify the extent of each party's participation in developing the application;
- clearly state the roles and responsibilities each partner would assume to ensure the success of the proposed project;
- indicate approval of the proposed project budget by all signing parties; and
- describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

G. Assurances (Form 4000/3) (Appendix B)

H. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6) (Appendix C)

I. Non-Supplantation Letter:

A letter certifying that no supplantation of non-Federal funds will take place should a grant award be made must accompany the application (see *Administrative Requirements - Supplanting Prohibition*).

Each of the forms in the Appendices must be signed by a duly authorized official.

Review Process

OJP's Violence Against Women Office will convene panels of experts to review applications, using the criteria set forth below. Applications that show the greatest promise of addressing violence against women on campuses will also be reviewed by OJP's Violence Against Women Office staff. Based on the panel recommendations

and staff analysis of the applications, the Assistant Attorney General of the Office of Justice Programs will make final funding decisions.

Selection Criteria

All applications will be rated on the basis of the criteria set forth below:

1. The proposal demonstrates collaboration among the various offices and programs of an institution of higher education, such as campus victim services providers, campus security, faculty, staff, administrators, offices of the dean of students, women's centers, the athletic department, student groups, campus housing, fraternity and sorority life coordinators, health care professionals, and campus clergy, as well as with non-profit, non-governmental community-based victim service providers, local law enforcement and prosecution agencies and other criminal justice agencies. Priority will be given to applicants that demonstrate a commitment to developing strong collaborative models for developing services that are victim-centered; policies, protocols, and penalties that hold offenders accountable; and programs that educate the entire campus community about how to end and prevent violence against women through systemic change.
2. The proposal addresses one or more of the Special Interest Categories outlined in this solicitation.
3. The proposal clearly details the need for the project.
4. The soundness and innovativeness of the proposed project activities are clearly described.
5. The soundness of the planning and implementation strategy, organizational and staff capability, and general time frame are evident.
6. The budget is reasonable and relates directly to proposed project activities.
7. The applicant is willing to share the results of the project with other institutions of higher education that may be interested in initiating a similar approach.

Submission Requirements

An original and two unbound copies of the application must be received by the close of business (5:00 p.m. EDT) on July 30, 1999. All envelopes containing the application should be marked GRANTS TO COMBAT VIOLENT CRIMES AGAINST WOMEN ON CAMPUSES and sent to:

Violence Against Women Office

Attention: Grants to Combat Violent Crimes Against Women on Campuses

Office of Justice Programs

810 Seventh Street, N.W.

Washington, D.C. 20531-0001 (The zip code for applications sent via Federal Express is 20001)

Applicants are responsible for ensuring that their applications are received by the deadline. Applications not received by the Office of Justice Programs by 5:00 p.m. EDT on July 30, 1999, will not be considered. Extensions of the deadline for receipt of applications will not be granted. Receipt of each application will be acknowledged in writing.

For additional information, please contact the Violence Against Women Office at (202) 307-6026.

Administrative Requirements

A. Assurances

The application form includes a list of assurances that the applicant must comply with in order to receive Federal funds under this Program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. This form must be submitted along with your completed application.

B. Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies

provided under this grant, and civil and/or criminal penalties.

C. Purchase of American-Made Equipment and Products

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made .

D. Human Subject Testing

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

E. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

The applicant is required to complete, sign, and include a copy in its application of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. By signing this certification, the applicant agrees to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors and subcontractors, will not use Federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from Federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace.

Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

F. Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

G. Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Reporting Requirements

A. Financial Status Report

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund drawdowns may be withheld if the progress and financial status reports are delinquent.

B. Single Audit Report

Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is currently due to the Federal Audit Clearinghouse not later than 13 months after the end of the recipient's fiscal year. For fiscal years beginning on or after July 1, 1998, the audit report will be due nine months after the end of the recipient's fiscal year.

C. Semi-annual Progress Report

Recipients of funding are required to submit semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. In addition, an annual performance report must be submitted. A final performance report must be submitted to Violence Against Women Office and the U.S. Department of Education, Safe and Drug Free Schools Program, explaining the activities carried out under this Grant Program. The report is due 120 days after the end date of the award. Report forms will be provided to the recipient by the Office of Justice Programs.

Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the Higher Education Amendments of 1998, program guidelines issued thereunder, or other provisions of Federal law;
- Failure to make satisfactory progress toward the goals or strategies set forth in this application;
- Failure to adhere to the requirements in the agreement, standard conditions, or special conditions;
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- Filing a false certification in this application or other report or document; or

- Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations described in 28 CFR, part 18.

APPENDIX A

Standard Application Form (SF-424)
and Sample SF-424

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED		Applicant Identifier	
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE		State Application Identifier	
<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name:			Organizational Unit:		
Address (give city, county, state and zip code):			Name and telephone number of the person to be contacted on matters involving the application (give area code)		
6. EMPLOYER IDENTIFICATION (EIN) <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <div><div>A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District</div><div>H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____</div></div>		
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____			9. NAME OF FEDERAL AGENCY:		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> TITLE:			11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):					
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:			
Start Date	Ending Date	a. Applicant		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$.00	a. YES, THIS PREAPPLICATION/APPLICATIN WAS MADE A VALUABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____			
b. Applicant	\$.00	b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372			
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
d. Local	\$.00				
e. Other	\$.00				
f. Program Income	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
g. TOTAL	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED					
a. Typed Name of Authorized Representative			b. Title		c. Telephone number
d. Signature of Authorized Representative					e. Date Signed

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the “Non-Construction” box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	Type of Application: Check either “new” or “continuation”. Check “new”, if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, “[insert agency name]”
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].
11	Descriptive Title of Applicant’s Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National”, if applicable.
15	Estimated Funding: In line “a”, enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines “b-f,” as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.

APPENDIX B

Assurances

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System. .

APPENDIX C

Certifications Regarding Lobbying; Debarment, Suspension, and Other
Responsibility Matters; and Drug-free Workplace Requirements



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	3. Report type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ Quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> Congressional District, <i>if known</i> :		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :
6. Federal Department/Agency: 	7. Federal Program Name/Description: CDFA Number, <i>if applicable</i> : _____	
8. Federal Action Number, <i>if known</i>:	9. Award Amount, <i>if known</i>: \$ _____	
10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI) 	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI) 	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

☐ Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

APPENDIX D

Budget Detail Worksheet and Sample Budget

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position

Computation

Cost

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	
			-

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
---------------------	--------------------	-------------

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description

Computation

Cost

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description

Computation

Cost

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____

Federal Request _____

Non-Federal Amount _____

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

SAMPLE

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 18 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Investigator	$(\$50,000 \times 100\% \times 1.5)$	\$75,000
2 advocates	$(\$50,000 \times 100\% \times 1.5 \times 2)$	\$150,000
Administrative Assistant	$(\$40,000 \times 50\% \times 1.5)$	<u>\$30,000</u>
		\$255,000
Cost of living increase	$(\$225,000 \times 2\% \times .5\text{yr.})$	\$2,250
Overtime per investigator	$(\$37.5/\text{hr} \times 100 \text{ hrs} \times 3)$	\$11,250

The investigator and the advocates will be assigned exclusively to domestic violence unit. A 2% cost of living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$268,500

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	
Employer's FICA	\$255,000 x 7.65%	\$19,507	
Retirement	\$255,000 x 6%	\$15,300	
Health Insurance	\$255,000 x 12%	\$30,600	
Workman's Compensation	\$255,000 x 1%	\$ 2,550	
Unemployment Compensation	\$255,000 x 1%	\$ 2,550	
	TOTAL	<u>\$70,507</u>	

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Minneapolis	Airfare	(\$150 x 2 people x 2 trips)	\$ 600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	\$ 600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$ 420
OJP-designated Technical Assistance				\$15,000

The two advocates will attend training on domestic violence and child abuse in Minneapolis in October.

TOTAL \$16,620

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 - 486 Computer w/CD ROM	$(\$2,000 \times 3)$	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	$(\$50/\text{mo} \times 12 \text{ mo})$	\$ 600
Postage	$(\$20/\text{mo} \times 12 \text{ mo})$	\$ 240
Training Materials	$(\$2/\text{set} \times 500 \text{ sets})$	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL \$1,840

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
Renovation	Add walls	\$5,000
	Build work tables	\$3,000
	Build evidence storage units	\$2,000

The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.

TOTAL \$10,000

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 30 days)	\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item

Cost

Not applicable

TOTAL \$5,400

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description

Computation

Cost

Rent	(700 sq. ft. x \$15/sq. Ft.) (\$875 mo. x 12 mo.)	\$10,500
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This rent will pay for space for the domestic violence unit. No space is currently available in city owned buildings.

Telephone	(\$100/mo. x 12)	\$ 1,200
Printing/Reproduction	(\$150/mo. x 12)	\$ 1,800

TOTAL \$13,500

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description

Computation

Cost

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>268,500</u>
B. Fringe Benefits	\$ <u>70,507</u>
C. Travel	\$ <u>16,620</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>1,840</u>
F. Construction	\$ <u>10,000</u>
G. Consultants/Contracts	\$ <u>5,400</u>
H. Other	\$ <u>13,500</u>
Total Direct Costs	\$ <u>393,367</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>393,367</u>
Federal Request	\$ <u>393,367</u>
Non-Federal Amount	\$ <u>NA</u>

APPENDIX E

Single Points of Contact

INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

ARIZONA

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Arizona State Clearinghouse
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Office of Intergovernmental Services, Department of
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1515 W. 7th St., Room 412
Little Rock, Arkansas 72203

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CALIFORNIA

Grants Coordinator
Office of Planning & Research
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Thomas Collins Building
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FAX: (302) 739-5661
fbooth@state.de.us

DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. & Development.
717 14th Street, N.W. - Suite 500
Washington, D.C. 20005

Telephone: (202) 727-6554
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FLORIDA

Florida State Clearinghouse
Department of Community Affairs
2740 Centerview Drive
Tallahassee, Florida 32399-2100

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cherie.trainor@dcs.state.fl.us

GEORGIA

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ssda@mail.opb.state.ga.us

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620 East Adams
Springfield, Illinois 62701

Telephone: (217) 814-6028
FAX: (217) 814-1800

INDIANA

Frances Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204

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FAX: (317) 233-3323

IOWA

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Des Moines, Iowa 50309

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steve.mccann@ided.state.ia.us

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Sandra Brewer, Executive Secretary
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State Planning Office
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38 State House Station

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MICHIGAN

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Southeast Michigan Council of Governments
1900 Edison Plaza
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pfaff@semcog.org

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
455 North Lamar Street
Jackson, Mississippi 39202-3087

Telephone: (601) 359-6762
FAX: (601) 359-6764

MISSOURI

Lois Pohl
Federal Assistance Clearinghouse
Office Of Administration
P.O. Box 809
Room 760, Truman Building
Jefferson City, Missouri 65102

Telephone: (314) 751-4834
FAX: (314) 751-7819

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710

Telephone: (702) 687-4065
FAX: (702) 687-3983
Contact: Heather Elliot
(702) 687-6367
helliot@govmail.state.nv.us

NEW HAMPSHIRE

Jeffrey H. Taylor
Director, New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
Mike Blake
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Concord, New Hampshire 03301

Telephone: (603) 271-2155
FAX: (603) 271-1728

NEW MEXICO

Nick Mandell
Local Government Division
Room 201 Bataan Memorial Building
Santa Fe, New Mexico 87503

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FAX (505) 827-4984

NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224

Telephone: (518) 474-1605
FAX (518) 486-5617

NORTH CAROLINA

Jeanette Furney (Grants)
Chrys Baggett (Environment)
N.C. State Clearinghouse
Office of the Secretary of Administration.
116 West Jones Street
Raleigh, North Carolina 27603-8003

Telephone: (919) 733-7232
FAX: (919) 733-9571

NORTH DAKOTA

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170

Telephone: (701) 224-2094
FAX: (701) 224-2308

OHIO

Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Budget and Management
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Columbus, Ohio 43266-0411

Please direct correspondence and questions about

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Linda Wise
Telephone: (614) 466-0698
FAX: (614) 466-5400

RHODE ISLAND

Kevin Nelson
Review Coordinator
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-5870

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FAX: (401) 222-2083

SOUTH CAROLINA

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agrizzle@budget.state.sc.us

TEXAS

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Governors Office
Director, Intergovernmental Coordination
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UTAH

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Utah State Clearinghouse
Office of Planning and Budget
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Salt Lake City, Utah 84114

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cwright@state.ut.us

WEST VIRGINIA

Fred Cutlip, Director
West Virginia Development Office
Building #6, Room 645
State Capitol
Charleston, West Virginia 25305
Telephone: (304) 558-0350

FAX: (304) 558-0362
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WISCONSIN

Jeff Smith, Section Chief
State/Federal Relations
Wisconsin Department of Administration
101 East Wilson Street - 6th Floor
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Madison, Wisconsin 53707

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FAX: (608) 267-6931
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WYOMING

Sandy Ross
State Single Point of Contact
Department of Administration and Information
2001 Capitol Avenue, Room 214
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TERRITORIES

GUAM

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Agana, Guam 96910

Telephone: 011-671-475-9411
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PUERTO RICO

Jose Cabellero-Mercado
Chairman
Puerto Rico Planning Board
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San Juan, Puerto Rico 00940-1119

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NORTH MARIANA ISLANDS

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VIRGIN ISLANDS

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*Please direct all questions and correspondence about
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Daisey Millen
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APPENDIX F

State Agencies Administering the STOP Violence Against Women Formula Grants Program

FY 1999 STOP Violence Against Women Formula Grants Program
List of Designated State Agencies
State Contacts

Alabama

Mr. Luke Marshall
Division Chief
Alabama Department of Economic &
Community Affairs
Law Enforcement/ Traffic Safety
Division
401 Adams Ave. - P.O. Box 5690
Montgomery, Alabama 36103-5690
(334) 242-5803; (334) 242-0712-fax

Alaska

Mona Maehara
Acting Director
Council on Domestic Violence &
Sexual Assault
P.O. Box 111200
Juneau, Alaska 99811
(*Street address-450 Whittier St.,
Rm. 207BJuneau, Alaska 99801)
(907) 465-4356; (907) 465-3627-fax

American Samoa

La'aulii A. Filoiali
Executive Offices of the Governor
Criminal Justice Planning Agency
Pago Pago, American Samoa 96799
[011](684) 633-5221
[011](684) 633-7552

Arizona

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Governor's Office for Domestic
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Phoenix, Arizona 85007
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Arkansas

Jerry Duran, Administrator
Office of Intergovernmental Services
Department of Finance and
Administration
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Little Rock, Arkansas 72201
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California

Ann Mizoguchi, Program Manager
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Sexual Assault/DV Branch
Governor's Office of Criminal

Justice Planning
1130 K Street, Suite 300
Sacramento, California 95814
(916) 323-7615; (916) 324-9167-fax

Colorado

Wendell Graham, Planning Grants
Officer
Colorado Victims Program
Division of Criminal Justice
Department of Public Safety
700 Kipling Street, Suite 1000
Denver, Colorado 80215
(303) 239-5728; (303) 202-9226-fax

Connecticut

Lisa Secondo
Planning Specialist
Policy Development & Planning
Division
Office of Policy and Management
450 Capitol Ave.
Mail Stop #52-CPD
PO Box 341441
Hartford, Connecticut 06134
(860) 418-6391; (860) 418-6496-fax

Delaware

Noelle Martino, VAWA State
Planner
Delaware Criminal Justice Council
Carvel State Office Building
4th Floor
820 N. French Street
Wilmington, Delaware 19801
302/577-5030; (302) 577-3440-fax

District of Columbia

Monte Hillis
Criminal Justice Specialist
Office of Grants Management
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Florida

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Deputy Director
Governor's Task Force on
Domestic Violence
Department of community Affairs
2555 Shumard Oak Blvd.

Tallahassee, Florida 32399-2100
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Georgia

Michelle Johnson
Planner
Criminal Justice Coordinating
Council
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Guam

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Governor's Community Outreach
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Kansas

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Kentucky

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Louisiana

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Maine

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Maine Department of Public Safety
164 State House Station
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Maryland

Debra A. Bright

VAWA Coordinator
Governor's Office of Crime Control
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Massachusetts

Diana Brensilber, Director
Interim VAWA Program
Executive Office of
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(617) 984-5600
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Michigan

Cheryl Sibilsky
Interim Executive Director
Department of Social Services
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Minnesota

Emilie Tan-Graf
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Department of Corrections
Victim Services Unit
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Mississippi

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Division of Public Safety Planning
Mississippi Department of Public
Safety
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Missouri

Vicky Scott
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Montana

Wendy Sturn
Program Coordinator

Montana Board of Crime Control
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Nebraska Commission on Law
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Department of Justice
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New Jersey

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Office of Victim-Witness Advocacy
Division of Criminal Justice
Department of Law and Public Safety
Hughes Justice Complex
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Trenton, NJ 08625
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New Mexico

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VAWA Program Grant Manager
Crime Victims' Reparation
Commission
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New York

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Office of Funding and Program
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New York State Division of Criminal
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North Carolina

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Commission
Department of Crime Control
& Public Safety
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North Dakota

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Domestic Violence/Rape Crisis
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Department of Health
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Northern Mariana Islands

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Fed.Ex.: CJP, c/o Office of the
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Saipan, Northern Mariana 96950
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Ohio

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VAWA Grants Coordinator
Office of Criminal Justice Services
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Oklahoma

Gayle Caldwell
Grants Administrator
District Attorneys Council
2200 Classen Boulevard, Suite 1800
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Oregon

Carmen Kaufman, Grants
Coordinator

Criminal Justice Services Division
Department of State Police
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Pennsylvania

John Kunkle
Manager
Victim Services Program
Commission on Crime &
Delinquency
P.O. Box 1167
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Puerto Rico

Lilia Luciano
Project Coordinator
The Commission for Women's
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Box 11382
Fernandez Juncos Station
San Juan, Puerto Rico 00910
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Governor's Justice Commission
One Capitol Hill, 4th Floor
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Terry Hewitt

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Office of Criminal Justice Programs
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Texas

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Utah

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350 East 500 South
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Vermont

Lori Hayes
Executive Director
The Vermont Center for Crime
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Virgin Islands

R. Maria Brady
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Law Enforcement Planning
Commission
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Virginia

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Washington

Anita Granbois
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906 Columbia Street, SW
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West Virginia

Tonia Thomas
Justice Programs Administrator
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APPENDIX G

State Agencies Administering the Byrne Formula Grants Program

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Formula Grant Program**

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APPENDIX H

Excerpts from the Student Right-to-Know and Campus Security Act, as Amended by Section 486(e) of the Higher Education Amendments of 1998

(Please note that the Department of Education regulations for FERPA and the Student Right-to-Know Act may be found at www.ed.gov/offices/OM/fpco.html)

Excerpts from the Student Right-to-Know and Campus Security Act, as amended by Section 486(e) of the Higher Education Amendments of 1998

Relevant sections of the campus crime reporting requirements set forth in the Student Right-To-Know and Campus Security Act, as amended by the section 486(e) of the Higher Education Amendments of 1998, 20 U.S.C. 1092(f),⁸ mandate the following:

(f) Disclosure of campus security policy and campus crime statistics

(1) Each eligible institution participating in any program under this subchapter and part C of subchapter I of chapter 34 of Title 42 shall on August 1, 1991, begin to collect the following information with respect to campus crime statistics and campus security policies of that institution, and beginning September 1, 1992, and each year thereafter, prepare, publish, and distribute, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request, an annual security report containing at least the following information with respect to the campus security policies and campus crime statistics of that institution:

(A) A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

(B) A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

(C) A statement of current policies concerning campus law enforcement, including—

(i) the enforcement authority of security personnel, including their working relationship with State and local police agencies; and

(ii) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

(D) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

(E) A description of programs designed to inform students and employees about the prevention of crimes.

(F) Statistics concerning the occurrence on campus, in or on noncampus buildings or property, and on public property during the most recent calendar year, and during the 2 preceding calendar years for which data are available—

(i) of the following criminal offenses reported to campus security authorities or local police agencies:

- (I) murder;
- (II) sex offenses, forcible or nonforcible;
- (III) robbery;
- (IV) aggravated assault;
- (V) burglary;
- (VI) motor vehicle theft;
- (VII) manslaughter;
- (VIII) arson; and

⁸ Note: The official version of section 486(e) of Public Law 105-244 appears at 112 Stat. 1742.

(IX) arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and

(ii) of the crimes described in subclauses (I) through (VIII) of clause (i), and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice.

(G) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

(H) A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under Section 1011i of this title.

(2) Nothing in this subsection shall be construed to authorize the Secretary to require particular policies, procedures, or practices by institutions of higher education with respect to campus crimes or campus security.

(3) Each institution participating in any program under this subchapter and part C of subchapter I of chapter 34 of Title 42 shall make timely reports to the campus community on crimes considered to be a threat to other students and employees described in paragraph (1)(F) that are reported to campus security or local law police agencies. Such reports shall be provided to students and employees in a manner that is timely and that will aid in the prevention of similar occurrences.

(4) (A) Each institution participating in any program under this subchapter [20 U.S.C.A. § 1070 et seq.] and part C of subchapter I of chapter 34 of Title 42 [42 U.S.C.A. § 2751 et seq.] that maintains a police or security department of any kind shall make, keep, and maintain a daily log, written in a form that can be easily understood, recording all crimes reported to such police or security department, including—

(i) the nature, date, time, and general location of each crime; and

(ii) the disposition of the complaint, if known.

(B) (i) All entries that are required pursuant to this paragraph shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection within two business days of the initial report being made to the department or a campus security authority.

(ii) If new information about an entry into a log becomes available to a police or security department, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police or security department.

(iii) If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

(5) On an annual basis, each institution participating in any program under this subchapter and part C of subchapter I of chapter 34 of Title 42 [42 U.S.C.A. § 2751 et seq.] shall submit to the Secretary a copy of the statistics required to be made available under paragraph (1)(F). The Secretary shall—

(A) review such statistics and report to the Committee on Education and the Workforce of

the House of Representatives and the Committee on Labor and Human Resources of the Senate on campus crime statistics by September 1, 2000;

(B) make copies of the statistics submitted to the Secretary available to the public; and

(C) in coordination with representatives of institutions of higher education, identify exemplary campus security policies, procedures, and practices and disseminate information concerning those policies, procedures, and practices that have proven effective in the reduction of campus crime.

(6)(A) In this subsection:

(i) The term "campus" means—

(I) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(II) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

(ii) The term "noncampus building or property" means—

(I) any building or property owned or controlled by a student organization recognized by the institution; and

(II) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

(iii) The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

(B) In cases where branch campuses of an institution of higher education, schools within an institution of higher education, or administrative divisions within an institution are not within a reasonably contiguous geographic area, such entities shall be considered separate campuses for purposes of the reporting requirements of this section.

(7) The statistics described in paragraph (1)(F) shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the modifications in such definitions as implemented pursuant to the Hate Crime Statistics Act. Such statistics shall not identify victims of crimes or persons accused of crimes.

(8)(A) Each institution of higher education participating in any program under this subchapter and part C of subchapter I of chapter 34 of Title 42 shall develop and distribute as part of the report described in paragraph (1) a statement of policy regarding—

(i) such institution's campus sexual assault programs, which shall be aimed at prevention of sex offenses; and

(ii) the procedures followed once a sex offense has occurred.

(B) The policy described in subparagraph (A) shall address the following areas:

(i) Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses.

(ii) Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or nonforcible.

(iii) Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.

(iv) Procedures for on-campus disciplinary action in cases of alleged sexual assault, which shall include a clear statement that--

(I) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and

(II) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

(v) Informing students of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses.

(vi) Notification of students of existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community.

(vii) Notification of students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

(C) Nothing in this paragraph shall be construed to confer a private right of action upon any person to enforce the provisions of this paragraph.

(9) The Secretary shall provide technical assistance in complying with the provisions of this section to an institution of higher education who requests such assistance.

(10) Nothing in this Section shall be construed to require the reporting or disclosure of privileged information.

(11) The Secretary shall report to the appropriate committees of Congress each institution of higher education that the Secretary determines is not in compliance with the reporting requirements of this subsection.

(12) For purposes of reporting the statistics with respect to crimes described in paragraph (1)(F), an institution of higher education shall distinguish, by means of separate categories, any criminal offenses that occur--

(A) on campus;

(B) in or on a noncampus building or property;

(C) on public property; and

(D) in dormitories or other residential facilities for students on campus.

(13) Upon a determination pursuant to section 1094(c)(3)(B) of this title that an institution of higher education has substantially misrepresented the number, location, or nature of the crimes required to be reported under this Subsection, the Secretary shall impose a civil penalty upon the institution in the same amount and pursuant to the same procedures as a civil penalty is imposed under section 1094(c)(3)(B) of this title.

(14) (A) Nothing in this Subsection may be construed to—

(i) create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or

(ii) establish any standard of care.

(B) Notwithstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in any proceeding of any court, agency, board, or other entity, except with respect to an action to enforce this subsection.

APPENDIX I

Excerpts from the Family Educational Rights and Privacy Act of 1974,
20 U.S.C. 1232g(b), as Amended by Section 951 of the Higher
Education Amendments Act of 1998

Excerpts from the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g(b), as amended by Section 951 of the Higher Education Amendments of 1998

Relevant sections of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g(b), as amended by Section 951 of the Higher Education Amendments of 1998, 112 Stat. 1835,⁹ state the following:

“(B) Nothing in this section shall be construed to prohibit an institution of postsecondary education from disclosing the final results of any disciplinary proceeding conducted by such institution against a student who is an alleged perpetrator of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a nonforcible sex offense, if the institution determines as a result of that disciplinary proceeding that the student committed a violation of the institution’s rules or policies with respect to such crime or offense.

- (C) For the purpose of this paragraph, the final results of any disciplinary proceeding—
- (i) shall include only the name of the student, the violation committed, and any sanction imposed by the institution on that student; and
 - (ii) may include the name of any other student, such as a victim or witness, only with the written consent of that other student.”

⁹ Note: The official version of section 951 of Public Law 105-244 appears at 112 Stat. 1835.

APPENDIX J

Certification of Compliance with the Eligibility Requirements of the
Grants to Combat Violent Crimes Against Women on Campuses



Certification of Compliance with the Eligibility Requirements of Grants to Combat Violent Crimes Against Women on Campuses

All applicants must certify that they are in compliance with the eligibility requirements listed below.

- Sec. 826 (3) of the Higher Education Amendments of 1998, which states that

“No institution of higher education shall be eligible for a grant under this section unless such institution is in compliance with the requirements of section 485 (f) of the Higher Education Act of 1965.”

Sec. 485 (f) of the Higher Education Act of 1965 as amended requires in part that all institutions of higher education collect crime statistics and security policies for their respective campuses. The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. Sec. 485 (f) of the Higher Education Act of 1965 as amended should be consulted for complete information about these reporting requirements.

- Each applicant must certify that the requirements of Part E, Sec. 951 of the Higher Education Amendments of 1998 are being met. Sec. 951 provides in part that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a nonforcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution’s rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

Signature on this form certifies that the applicant is qualified to receive the funds and provides for compliance with relevant requirements of Sec. 826 (3) of the Higher Education

upon which the Department of Justice will rely when it determines to award the covered transaction, grant, or cooperative agreement.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Typed Name of Authorized Representative	Title	Telephone Number
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Signature of Authorized Representative	Date Signed
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Agency Name

Public Reporting Burden

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Violence Against Women Grants Office, 810 Seventh Street, NW, Washington, DC 20531.

APPENDIX K

Letter of Intent

Letter of Intent

Dear OJP's Violence Against Women Office:

I intend to apply for funds under the Grants to Combat Violent Crimes Against Women on Campuses Program.

Name: _____

Title: _____

Date: _____

Institution of Higher Education: _____

Address: _____

City/State/Zip _____

Phone: _____

Fax: _____

E-mail: _____

Please fax to (202) 305-2589 by June 30, 1999.